

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

|                        |                       |                |
|------------------------|-----------------------|----------------|
| CLASSIFICATION TITLE   | OFFICE/BRANCH/SECTION |                |
| Transportation Planner | Division of Planning  |                |
| WORKING TITLE          | POSITION NUMBER       | EFFECTIVE DATE |
| Transportation Planner | 900-                  | 02/03/14       |

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the direction of the Rail Planning Branch Chief, a Rail Transportation Manager I, the incumbent performs multimodal planning work.

The incumbent is part of a team that will manage a consultant contract to prepare the 2017 California State Rail Plan (Rail Plan) that will comply with September 2013 Federal and State (AB528) requirements and prepare rail planning studies and respond to inquiries. The Rail Plan will involve Request For Proposal (RFP) development and consultant selection, contract management, directing and reviewing the consultant's work, coordinating with other Caltrans Divisions and outside agencies in the development of the Rail Plan, coordination with Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs), technical expert in areas such as passenger and rail freight planning, project impact assessment (air quality, economic, land use, etc) and helping to conduct the public involvement process that guides the development of the Rail Plan. As a Team member in the Rail Planning Branch, the incumbent may aid with the following assignments: Rail Plan contract oversight; Rail Plan public involvement and outreach; and liaison with Caltrans and regional agencies in Rail Plan development and review.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

|     |   |
|-----|---|
| 30% | <u>Contract Oversight:</u> Knowledge of planning principles and practices is essential to carry out the contract oversight duties. The incumbent aids in monitoring the Rail Plan delivery schedule using Microsoft Project or similar tool and determines the impact of delays to the schedule and advises the Branch Chief on possible corrective actions. The incumbent assists in the coordination of Rail Plan document quality control process, as well as systematic archiving of contract document files and records. The incumbent reviews invoices for completed work and processes invoices for payment. |
| E   |   |

<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

|     |   |
|-----|---|
| 35% | <u>Outreach</u> : The incumbent aids the Outreach Coordinator (an Associate on the Rail Plan team) in conducting the public involvement process, including all aspects of the Public Involvement and Stakeholder Outreach process.  |
| E   |   |
| 30% | <u>Liaison with Caltrans, State and Regional Agencies, and Freight Rail Knowledge</u> : The incumbent provides support to an Associate Transportation Planner in doing liaison work with MPO's and RTPA's to assure that material in the Rail Plan is consistent with Regional Transportation Plans and other regional documents, and that rail planning is coordinated with the regional planning process. Also, the Associate coordinates with Division of Transportation Planning staff to ensure that these entities advise the consultant on development of technical material for the Rail Plan and that these entities review the material for accuracy and quality. The incumbent has background and understanding of freight rail systems. |
| E   |   |
| 5%  | <u>Non-Rail Plan Assignments</u> : The incumbent aids in the review and preparation of various rail planning reports for organizations, both internal and external to Caltrans. The incumbent performs writing tasks and analyzes data related to these plans and reports.  |
| M   |   |

## **SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This is not a supervisory position.

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## **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

- Knowledge and understanding of: Federal and State planning and programming requirements; transportation, air quality, land use and environmental planning principles and practices; transportation plan, program, and project financing mechanisms; departmental policies and procedures; contemporary transportation, land use, social, economic, environmental, financial, technical, legal and political issues.
- Basic knowledge of passenger and freight rail systems and transit, including: funding, operations, equipment, capital projects; and policy issues.
- Knowledge of contract management tools and techniques, including MS Project or similar tools, MS Excel and Word.
- Ability to speak and write effectively and prepare clear and concise reports.
- Ability to: reason creatively; use a variety of analytical techniques to resolve or contribute to the resolution of issues; develop and evaluate alternatives; work effectively with others; and stimulate public participation in transportation programs and services.
- Ability to gather, compile, analyze, and interpret data.
- Ability to take initiative, and bring assignments to completion.
- Ability to work with a variety of consultants, stakeholders, experts, and staff persons to jointly complete a project.

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## **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. Decisions may be made in the absence of supervisor or lead associate in situations where immediate action is required. Consequences of errors in judgment or inadequacies in analysis could cause project delays or negative impression of the Department with other agencies.

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## **PUBLIC AND INTERNAL CONTACTS**

May have contact with various governmental agency employees at local, state and federal levels; private industry representatives including railroad agencies; consultants and special interest groups. These contacts will be written or verbal as needed to perform assignments..

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## **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Must maintain an excellent attendance record.

Must also have the ability to work on multiple projects at the same time, adapt to changes in priorities, and complete tasks or projects with short notice.

Must have the ability to work on a keyboard; manual dexterity; sit for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Requires occasional bending, stooping and kneeling.

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## **WORK ENVIRONMENT**

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Employees may be required to travel.

Overtime may be required.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

|                      |      |
|----------------------|------|
| EMPLOYEE (Signature) | DATE |
|----------------------|------|

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

|  |      |
|--|------|
| EMILY BURSTEIN<br>SUPERVISOR (Signature) | DATE |
|--|------|